



## Tippecanoe County GIS Policy Committee Meeting August 15th, 2006

The GIS Policy Committee members met August 15<sup>th</sup>, 2006 at 10:00 a.m. in the Tippecanoe Room of the Tippecanoe County Office Building. Steve Murray called the meeting to order.

### Committee Members Present

Steve Murray County Surveyor, Highway Director Opal Kuhl, Nancy Moore County Assessor, GIS Administrator Khalid Hasan, Executive Director of MITS Diane Hawkins, APC Director Sallie Fahey, Bob Plantenga County Auditor, Gini Tull from the Auditor's office, Cinde Shockey recording secretary was absent (these notes are from recorded tape).

### AGENDA

1. GIS/Electronic Data Products, Costs and Services review
2. Surveyor: Workflow Study
3. Digital Archival of Historic Aerials: APC, Surveyor... ?
4. Parcel Layer Updates
5. Others

#### 1. GIS/Electronic Data Products, Costs and Services review

Steve calls the meeting to order. Diane passes out several pages of information collected by MITS pertaining to GIS data sales. There is discussion among the members relating to the color copies produced and the costs associated with producing them. Copies produced from public site do not require labor but custom selections from the internal data requires labor. Sallie recommends a training session for the employees who would be producing these prints for the public to make sure we are charging accordingly. Everyone agrees that a training session would be a good idea. Steve thinks that if we are creating custom information the disclaimer needs to be signed. The discussion continues as to whether the data disclaimer needs to be signed if the data is for a county project. Several members feel that this should be discussed before a definite decision is made. Opal says that the people who come to the Highway department for data are people working on county projects. Khalid would like to know if data is being given to contractors by different departments without the disclaimers being signed. Sallie suggests that

instead of having a disclaimer for them to sign maybe we should have a disclaimer which is actually printed on the map. The general consensus is to have a meeting with the staff who are preparing these prints to explain to them the reasons for the disclaimer and when it should be signed. There is a suggestion from Opal to have this as the topic for the next meeting with staff in attendance. This will be further discussed with staff members at the meeting in September.

## **2. Surveyor: Workflow Study**

Next topic of discussion relates to the Workflow Study. Money was requested by Diane to have the pilot study completed and is included in her budget this year. The study is intended to help prepare for digital submission and digital archiving. The pilot would document the workflow of drainage submittals to the Surveyor's office and all lifecycles of documents included in the process continuing into the archival process. Several proposals were requested and a decision has not been made about choice of vendor at this time. Diane has asked Maximus to meet here again on August 28<sup>th</sup> to discuss their proposal for the project and ideas for the future . She extended an invitation to members of the Efficiency Committee and key department heads to attend. A final decision will be made about the pilot sometime after this meeting.

## **3. Digital Archival of Historic Aerials: APC, Surveyor... ?**

Khalid says there are various hard copies of historic aerials stored in different departments around the county. Sallie says that APC receives enough requests for old aerials to make it worthwhile to archive them. In reproducible Mylar she has 1968, 1980, 1990, 2000. She also has contact prints from 1943, 1957 and 1959. Surveyor's office and Assessor's office also have historical aerials. There is a general agreement that keeping these for historical reference is necessary and at some time these documents would need to be digitally archived.

## Parcel Layer Updates

Khalid has asked Larry from APC , Jim Jones from the Assessor's office, and Gini from the Auditor's office to address the Committee with information about parcel layer updates. Jim Jones is unavailable but he has included his findings in a written document which will be read by Khalid. Khalid would like each department to provide their perspective on the quality of the data in the parcel layer.

Larry has been using the parcel layer and the legal description to assist with correct placement of the zoning layer. The parcel layer has been very close to the aerials and the legal descriptions that we have. They have only found 20 or 30 errors of any importance. He also passes out a written memo. to the members, (copy attached).

The discussion shifts toward eventually having a property layer that exactly matches the deeds in the Recorder's office. Khalid says there is a layer that contains all of the digital information from a deed but, not all the parcels have been recorded. Eventually if we continue updating the data we will have this information available. 30-40% of the parcels are drawn from these in our data at this time. Sallie would like to see a new deed created every time a parcel is divided so each section would have its own legal description. There is some discussion about various situations that create issues with recording the property data.

Khalid passes out and reads a summary from Jim Jones about the quality of the parcel data (copy attached).

"August 8<sup>th</sup> 2006: All townships in the county, with the exception of Fairfield township have had parcel lines compared with the aerial photos. If considerable differences were seen between parcel lines and evident property lines on aerials or where parcel lines appeared to go through buildings, those properties had the deed legal description copied from the Recorder's office , the legal description was then entered into Deed Check program, the plat drawn and referenced into the appropriate parcel file for comparison purposes. By count, 210 parcels have had or will have their legal descriptions checked against existing parcel lines. 210 parcels amount to slightly more than 0.25% of the total county parcels." A copy of this attached herewith.

Gini addresses the committee next. She has checked all the parcel lines in 22 plat books against the digital files she found more than 200 but less than 500 errors. She marked the problems with

redlines and text. She then notified GIS who corrected the data. Gini would re-check the data and if it was correct she would remove the red lines and text. The errors have been less than 1% of the total data (copy of written text handed out in the meeting attached).

Khalid now addresses the committee about a previous policy committee discussion in regards to the data quality. The previous percentages discussed were 20%, 30% or even 50% of the data was unusable. Khalid would like this to give perspective to the quality of the data because three different departments have completed a comprehensive study of the data quality and he hopes their findings will put the issue to rest. The question is asked by a committee member as to who should be contacted when an error is found. Diane and Khalid both agree that the Auditor's office owns the data and should be contacted first in regards to errors.

A record of written copy of evaluations by Larry, Jim Jones and Gini is attached below:

Larry Aukerman  
APC

August 11, 2006

Khalid Hasan  
GIS/MITS

Dear GIS Policy Committee:

During my work on the digital zoning layer I witnessed a minimal amount of errors in the parcel level. I have now completed at least a rough draft of the entire county. I needed to turn in around 20 to 25 problems that needed to be corrected. A lot of the zoning lines rely on where parcel lines fall. Most of the the lines matched up with the aerals and were considerably positioned.

Larry Aukerman  
Current Planner & Digital Zoning Technician

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**August 8, 2006**

**All townships in the county, with the exception of Fairfield Township, have had parcel lines compared with the aerial photos. If considerable differences were seen between parcel lines and apparent property lines on aerals, or where parcel lines appeared to go through buildings as seen on aerals, those properties had the deed legal descriptions copied from the Recorder's files, the legals then entered into the DeedChek program, the plat drawn and referenced into the appropriate parcel file for comparison purposes.**

**By count, 210 parcels have had, or will have, their legal descriptions checked against existing parcel lines. 210 parcels amounts to slightly more than one quarter percent of the total parcels in the county.**

**J Jones**

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AUDITOR'S OFFICE – Gini Tull – QC process of GIS

I checked all the parcel lines in the 22 plat books against the digital files on GIS. I found more than 200 and less than 500 errors. I marked the problems in a file in Microstation with red lines and text. As I finished each area I notified the GIS department. They then looked up the deeds, surveys, and/or plats to reconcile each discrepancy. I then checked that work against my file and, if they were corrected, I removed the red lines and text.

*500 out of 73,000 is less than 1%*

## 5. Others

Khalid has some other business he would like to present to the committee. The data that was given to Census Bureau has been accepted and is within their accuracy standards. Khalid has also received a call recently from consultant with FEMA for floodplain digital map organization. They are almost ready to submit their first version of the map to FEMA and APC.

Sallie has other business she would like to address also. She has instances where submittals are coming in with information removed from them. She wants to further discuss who should be checking to see if the digital submittal matches the plat. GIS should be checking the plat. The discussion focuses on whether we need to require the final plat be submitted. The discussion steers toward whether we really need the final plat to keep the parcel layer updated. The recorder's office receives the final plat. Sallie is concerned that there will be an assumption that the digital record is the final plat and it isn't. Further discussion will ensue at future meetings about whether to change the requirements.